

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION				1. CLEARANCE AND SAFEGUARDING	
(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)				a. FACILITY CLEARANCE REQUIRED <b>TOP SECRET</b>	
				b. LEVEL OF SAFEGUARDING REQUIRED <b>Top Secret</b>	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases) Date (YYYYMMDD) <b>20040516</b>	
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No. Date (YYYYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER <b>W911W4-04-R-0005</b>	Due Date (YYYYMMDD) <b>20040428</b>	<input type="checkbox"/>	c. FINAL (Complete item 5 in all cases) Date (YYYYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
Intelligence, Security and Information Operations Support; Technical Writers; Trojan Classic and Spirit; Army Industrial Security Program - OMNIBUS					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:					
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		
b. RESTRICTED DATA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. FORMERLY RESTRICTED DATA:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. INTELLIGENCE INFORMATION:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. PERFORM SERVICES ONLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Non-SCI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. NATO INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DD Form 254, DEC 1999

Previous editions are obsolete

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release.



Direct



Through (Specify):

**PUBLIC RELEASE OF SCI IS NOT AUTHORIZED**

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
 \*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

**SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM**

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)



Yes



No

**SEE SCI ADDENDUM**

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)



Yes



No

**SEE SCI ADDENDUM**

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Lisa Gearhart

b. TITLE

Indus Sec Spec

c. TELEPHONE (Include Area Code)

703-428-4377

d. ADDRESS (Include ZIP Code)

8825 Beulah Street  
 Fort Belvoir, VA 22060-5246

**17. REQUIRED DISTRIBUTION**



a. CONTRACTOR



b. SUBCONTRACTOR



c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR



d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION



e. ADMINISTRATIVE



f. OTHERS AS NECESSARY

g. SIGNATURE

*Lisa Gearhart*

**DD Form 254 (BACK), DEC 1999**

FOR INSULT FROM THEM

Special Agent in Charge, FBI, Washington, D.C.

final decision, the information involved shall be handled and  
secure correspondence. any document/idea/extracts

Item 10a, e, f, h, i, and 11a. See attachment;

Item 11c.-Classified material shall be safeguarded and marked in accordance with the National Industrial Security Program Operating Manual (NISPOM-DoD 5220.22M). Instructions governing the classification, downgrading, and/or declassifications of documents generated by the contractor will be provided by the COR for each individual task order;

Item 11e.-Contract/subcontract includes, but is not limited to engineer services, administrative, finance/budget and technical writers. Classification markings on the material to be furnished will provide the classification guidance necessary for performance of this contract/subcontract;

Item 11f.-Access to classified material outside the United States is restricted to U.S. Government Activities only;

Item 11g-DTIC provides access to the Technical Bibliographic database of Defense-sponsored research, development, test and evaluation (RDT&E) efforts. This access prevents duplication of efforts which saves countless man-hours and contributes to the timely and efficient completion of our mission;

Item 11i--Operational Security (OPSEC) shall be in accordance with the NISPOM, DD Form 1423, DD Form 1654, AR 530-1, and the Industrial Security Operation Guide:

TOP SECRET security clearance must be based on a current (within five years) Single Scope Background Investigation.

Personnel must additionally meet the eligibility requirements of DCID 6/4. For some of the tasks, personnel must take and pass a Department of the Army Counterintelligence Scope Polygraph (CSP) examination prior to access. NSA, DoD, CIA and other military services CSP examinations may be accepted only on the recommendation of the INSCOM Polygraph Program Manager. Additionally, they are subject to random, aperiodic CSP examinations:


Item 17f.-(continued)

1. Contractor Support Division

2. Contract Monitor

See Attached U.S. Army Addendum to DD Form 254. The security requirements identified within this DD Form 254 are complete and adequate for safeguarding classified information related to this classified contract. This DD Form 254 is approved by:

## OMNIBUS Contract Monitors

  
 DONALD T. VENNEMAN

USAINSCOM, CONTRACTOR SUPPORT ELEMENT

### Contractor Operations

ATTN: IASE-CS, BLDG 4654 Llewellyn Avenue, FT. Meade, MD 20755-6910

US ARMY SCI ADDENDUM TO DD FORM 254, 12 February 2003

**XXX** (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

**XXX**DoD 5105.21-M-1, SCI Security Manual, Administrative Security

**XXX**DoD TS-5105.21-M-2, SCI Manual, COMINT Policy

**XXX**DoD TS-5105.21-M-3, TK policy

**XXX**DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

**XXX**DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

**XXX**DIAM 50-4, DoD Intelligence Information System.

**XXX**DIAM 50-24, Security for Using Communications Equipment in a SCIF.

**XXX**AR 380-19, Information System Security

**XXX**AR 380-28, DA Special Security System

**XXX**AR 380-381, Special Access Programs (SAPS).

**XXX**Army Handbook for SCI Contracts.

**XXX**Other

**XXX** (2) Contract estimated completion date: 20050930 (NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the government.)

**XXX** (3) The name, telephone number, email address and mailing address of the Contract Monitor (CM) for the SCI portion of this contract is: Pettit, Robert G [rgpetti@inscom.army.mil](mailto:rgpetti@inscom.army.mil) 8825 BEULAH STREET FT BELVOIR, VA (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): Not Determined Yet 703-428-4377 [unknown@aol.com](mailto:unknown@aol.com)

**XXX** (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval and then to HQ INSCOM, ACofS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

**XXX** (5) The contractor will submit the request for SCI visit certifications through the CM for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

**XXX** (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

XXX (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

XXX (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, DIAM 50-4, and AR 380-19 (Note: Check only if item 111 indicates that a requirement exists for SCI AIS processing.)

\_\_\_\_ (9) This contract requires a contractor SCIF.

XXX (10) This contract requires ☒ (SI) ☒ (TK) ☒ (G) ☒ (HCS) (Add others as required) NATO Secret

XXX (11) The contractor will perform SCI work under this contract at the following locations: The contractor will perform SCI work under this contract at, but not limited to the following locations: HQ, INSCOM, 8825 Beulah Street, FT Belvoir, VA; HQDA, DCS, G-2, ATTN: DAMI-CD, 1000 Army Pentagon (2E363), Washington, DC 20310-1000; Hawaii; Germany;



**ATTACHMENT 1.****Item 10.a & 11.h.****ADDITIONAL SECURITY GUIDELINES FOR COMSEC**

Provided by Security Support Division  
Directorate for Intelligence and Information Security

**ADDITIONAL COMSEC GUIDELINES**

**Contractor Generated COMSEC Material:** Any material generated by the contractor (including, but not limited to: correspondence, drawings, models, mockups, photographs, schematics, status programs and special inspection reports, engineering notes, computations and training aids) will be classified according to its own content. Classification guidance will be taken from other elements of this Contract Security Classification Specification, DD Form 254, Government furnished equipment or data, or special instructions issued by the Contracting Officer, or his/her duly appointed representative. For purpose of classification, all TEMPEST information is governed by the policies contained in AR 380-19-1(C).

**REQUIREMENTS**

1. Contractor employees or cleared commercial carriers shall not carry classified COMSEC material on commercial passenger aircraft anywhere in the world without the approval of the procuring and/or the administrative contracting officer. Strict adherence to AR 380-40, chapter 2 is required.
2. No contractor generated COMSEC or government furnished material may be provided to the Defense Technical Information Center (DTIC). Contractor generated technical reports will bear the statement "Not Releasable to the Defense Technical Information Center per DOD Directive 5100-38."
3. No contractor generated COMSEC or government furnished material may be provided to the Defense Documentation Center. Contractor generated technical reports will bear the statement "Not Releasable to the Defense Documentation Center per DOD Instruction 5100.28."
4. Classified paper COMSEC material may be destroyed by burning, pulping, or pulverizing. When a method other than burning is used, all residue must be reduced to pieces 5mm or smaller in any dimension. When classified COMSEC material other than paper is to be destroyed, specific guidance must be obtained from the User Agency.
5. The following downgrading and declassification notation applies to all classified COMSEC information provided to and generated by the contractor:

DERIVED FROM: NSA/CSSM-123-2

DECLASSIFY ON: Source marked "OADR"

DATE OF SOURCE: (Date of document from which information is derived)

6. All contractor personnel to be granted access to classified COMSEC information must be U.S. citizens granted FINAL clearance by the government prior to being given access. Immigrant aliens, interim cleared personnel, or personnel holding a contractor granted CONFIDENTIAL clearance are not eligible for access to classified COMSEC information released or generated under this contract without the express permission of the Director, NSA. Contractor personnel having access to TOP

- SECRET COMSEC material must comply with AR 380-40, Chapter 8 and be registered in the Department of the Army Cryptographic Access Program (DACAP).
7. Unclassified COMSEC information released or generated under this contract shall be restricted in its dissemination to personnel involved in the contract. Release in open literature or exhibition of such information without the express written permission of the Director, NSA, is strictly prohibited.
  8. Recipients of COMSEC information under this contract may not release information to subcontractors without permission of the User Agency.
  9. The requirements of DOD 5220-22-M National Industrial Security Program Operating Manual (NISPOM) and COMSEC Supplements are applicable to this effort.
  10. Additional notices to be affixed to the cover and title or first page of contractor generated COMSEC documents:
    - a. "COMSEC MATERIAL - ACCESS BY CONTRACTOR PERSONNEL RESTRICTED TO U.S. CITIZENS HOLDING FINAL GOVERNMENT CLEARANCE.
    - b. THIS PUBLICATION OR INFORMATION IT CONTAINS MAY NOT BE RELEASED TO FOREIGN NATIONALS WITHOUT PRIOR SPECIFIC APPROVAL FROM THE DIRECTOR, NSA. ALL APPROVALS WILL IDENTIFY THE SPECIFIC INFORMATION AND COPIES OF THIS PUBLICATION AUTHORIZED FOR RELEASE TO SPECIFIC FOREIGN HOLDERS. ALL REQUESTS FOR ADDITIONAL ISSUANCES MUST RECEIVE PRIOR SPECIFIC APPROVAL FROM THE DIRECTOR, NSA."
  11. The contractor is required to comply with all applicable provisions of the following references:
    - a. AR 380-40
    - b. AR 710-2
    - c. TB 380-41
    - d. DA Pam 25-16
    - e. DA Pam 25-380-2
  12. Classified COMSEC material and cryptographic keys will be controlled and accounted for under a duly established COMSEC account in accordance with AR 380-40 or;
  13. Classified COMSEC material and cryptographic keys will be controlled and accounted for as a hand receipt holder of a duly established COMSEC account in accordance with AR 380-40.
  14. Controlled Cryptographic Items (CCI) and other unclassified materials will be managed and accounted for using standard logistics policies contained in AR 710-2.

**ATTACHMENT 2**

**Item 10.e.**

**INTELLIGENCE MATERIALS ACCESS REQUIREMENTS**

Provided by Security Support Division  
Directorate for Intelligence and Information Security

Any intelligence materials so provided will be disseminated solely, by the ATSD, and will be accompanied by both a Letter of Instruction governing control of the materials provided, and a Letter of Transmittal, identifying the materials loaned and the duration of the loan.



**ATTACHMENT 3****Item 10.i****SAFEGUARDING "FOR OFFICIAL USE ONLY" (FOUO) INFORMATION**

Provided by Security Support Division  
Directorate for Intelligence and Information Security

1. The "For Official Use Only" (FOUO) marking is assigned to information at the time of its creation in a DoD User Agency. It is not authorized as a substitute for a security classification marking but it is used on official government information that maybe withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.
2. Other non-security markings, such as "Limited Official Use" and "Official Use Only" are used by non-DoD User Agencies for the same type of information and should be safeguarded and handled in accordance with instructions received from such agencies.
3. Use of the above markings does not mean that the information cannot be released to the public, only that it must be reviewed by the Government prior to its release to determine whether a significant and legitimate government purpose is served by withholding the information or portions of it.
4. **IDENTIFICATION MARKINGS:**
  - a. An unclassified document containing FOUO information will be marked "FOR OFFICIAL USE ONLY" at the bottom of the front cover (if any), on the first page, one each page containing FOUO information, on the back page, and on the outside of the back cover (if any). No portion markings will be shown.
  - b. Within a classified document, an individual page that contains FOUO and classified information will be marked at the top and bottom with the highest security classification appearing on the page. If an individual portion contains FOUO information but no classified information, the portion will be marked, "FOUO".
  - c. Any "FOR OFFICIAL USE ONLY" information released to a contractor by a DoD User Agency is required to be marked with the following statement prior to transfer:  
**THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FOIA. EXEMPTIONS \_\_\_\_\_ APPLY**
  - d. Removal of the "FOR OFFICIAL USE ONLY" marking can only be accomplished by the originator or other competent authority. When "FOR OFFICIAL USE ONLY" status is terminated, all known holders will be notified to the extent practical.
5. **DISSEMINATION:** Contractors may disseminate "FOR OFFICIAL USE ONLY" information to their employees and subcontractors who have a need for the information in connection with a classified contract.
6. **STORAGE:** During working hours, "FOR OFFICIAL USE ONLY" information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the

information. During nonworking hours, the information shall be stored to preclude unauthorized access. Filing such material with other classified records in unlocked files or desks, is adequate when internal building security is provided during nonworking hours. When such internal security control is not exercised, locked buildings or rooms will provide adequate after-hours protection or the material can be stored in locked receptacles such as file cabinets, desks or bookcases.

7. **TRANSMISSION:** "FOR OFFICIAL USE ONLY" information may be sent via first-class mail or parcel post. Bulky shipments may be sent by fourth-class mail.
8. **DISPOSITION:** When no longer needed, FOUO information may be disposed of by tearing each copy into pieces to preclude reconstructing, and placing it in a regular trash container or as directed by the User Agency.
9. **UNAUTHORIZED DISCLOSURE:** Unauthorized disclosure of "FOR OFFICIAL USE ONLY" information does not constitute a security violation but the releasing agency should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions.